

Step by step procedures

These procedures will guide you through the steps to convert numerical text =“1234” to numerical value 1234. Thus, allowing you to use Excel spreadsheet mathematical functions (add, subtract, etc.).

Page down to begin.

Microsoft Excel - TR01

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Formula bar: L31 = "20443.0"

Notice the "=" before the data and the " after the data. This was done by VITV III to insure data integrity...this caused manipulation of numbers to not work.

	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
16																
17	ONLY (FOUO)															
18																
19																
20	Info Query															
21																
22	PO Num	Vendor Co	Consignor	Origin	CARR PU					ation	CARR Deli	CARR Deli Status	AsOf	Date	Loc	Ca
23																
24																
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26																
27	Entity Query															
28																
29	Vendor Co	TCN or Pa	RF Tag ID	LeadTCN	ULN					Wgt	Cu	SET	Pri	Prj	POE	PC
30																
31	SP030099	SW010009					O		40	20443.0	1912.00	2330			3H2	UD
32										20443.0						
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Microsoft Excel - TR01

10:13 AM

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Step 1 of the work around is to highlight the desired data that you want to change...this could be a whole column like shown here, the whole spreadsheet, or a set of selected data.

Note: if you select the whole spreadsheet, you will get the original problem such as 2/2 being converted to FEB-2. A work around is to replace the =" with a space, or don't select the whole spreadsheet.

Microsoft Excel - TR01

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Undo Paste Ctrl+Z

Cut Ctrl+X

Copy Ctrl+C

Paste Ctrl+V

Paste Special...

Clear

Delete

Delete Sheet

Find... Ctrl+F

Click edit in the toolbar and find here:

	F	G	H	I	J	K	L	M	N	O	P	Q				
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17	DNL															
18																
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31	SP030099	SW010009					O		40	20443.0	1912.00	2330			3H2	UD
32										20443.0						
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35	ONLY (FOUO)									20443.0						
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46										20443.0						

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Draw

AutoShapes

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Start

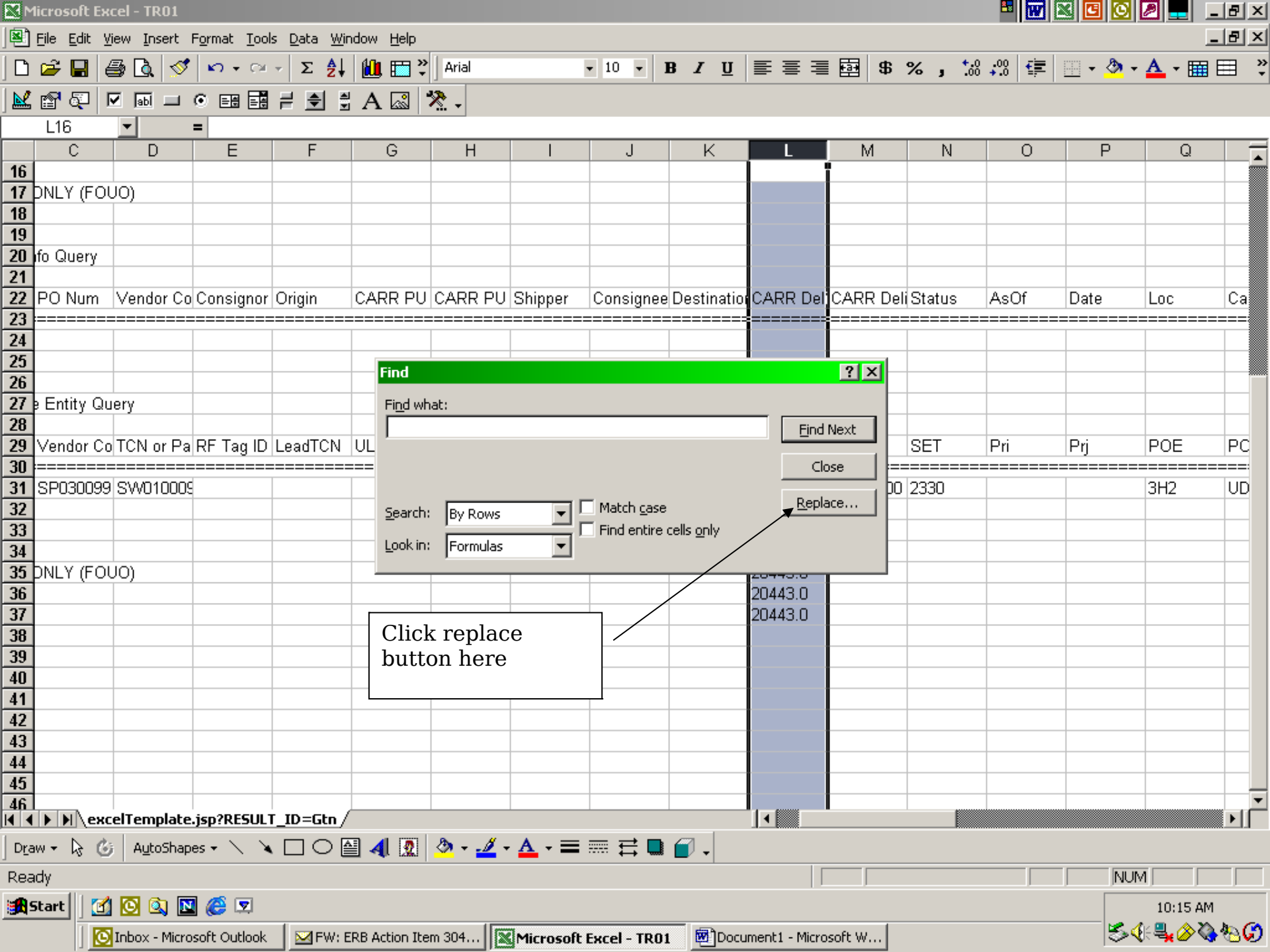
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Document1 - Microsoft W...

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Microsoft Excel - TR01

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Arial 10 B I U

L16

	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
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17	ONLY (FOUO)														
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Replace

Find what: =

Replace with:

Search: By Rows ☐ Match case ☐ Find entire cells only

Find Next Close Replace Replace All

1) Type in the Find What: =" ... Then don't enter anything in the Replace With: to delete the ="

2) press Replace all to delete all the =" for that selected data.

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Notice the "=" is now gone and the single " is still left to delete.

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File Edit View Insert Format Tools Data Window Help

Arial 10 B I U

L16

16 ONLY (FOUO)

17

18

19

20 fo Query

21

22 PO Num Vendor Co Consignor Origin CARR PU CARR PI

23

24

25

26

27 e Entity Query

28

29 Vendor Co TCN or Pa RF T

30

31 SP030099 SW010009

32

33

34

35 ONLY (FOUO)

36

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Replace

Find what:

Replace with:

Search: By Rows

Match case

Find entire cells only

Find Next

Close

Replace

Replace All

1) Follow the same steps and this time only delete the " ...

Click the replace all to delete the " in the selected set of data.

